



Howard County
RECREATION & PARKS



Memorial
program

Memorials & Gifts

Honor family, friends,
colleagues, and loved ones

7120 Oakland Mills Road, Columbia, MD 21046
410-313-7275 | www.howardcountymd.gov/rap

Information

Shawnté Berry

Volunteer Manager

410-313-4624

sberry@howardcountymd.gov

Submit a Memorial Request

Contact Shawnté Berry at sberry@howardcountymd.gov or 410-313-4624 to discuss your request and to schedule a meeting with the park staff.

After meeting with park staff, complete the attached Memorial Registration Form.

Submit Memorial Registration Form and payment to:

Memorial & Gifts Program
7120 Oakland Mills Road,
Columbia, MD 21046

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MEMORIAL & GIFTS PROGRAM 410-313-7275 or www.howardcountymd.gov/rap

Memorial & Gifts Program

Sponsored by Howard County Recreation & Parks, the Memorial and Gifts Program allows for the donation of trees, benches, recreational equipment, and scholarships for a monetary contribution as memorials to honor family, friends, colleagues, and loved ones.

Memorial Tree & Bench Program

Trees and benches purchased through the program are planted and placed in county parks. Donors work closely with the Howard County Recreation & Parks staff to determine the ideal location for your memorial.

Memorial Tree Program

The cost of the tree program is \$500 per tree. (Fee is subject to change.)

The tree species, location, and planting date are at the discretion of the Recreation & Parks Department. Trees are planted during the fall and spring planting seasons, but they may be ordered at any time. Trees ordered from April 1 through October 15 are planted in the fall. Trees ordered October 16 through March 31 are planted in the spring.

Howard County Recreation & Parks guarantee the health and vigor of trees for a period not to exceed three years from the date of planting. The Department replaces any damaged memorial tree within a one-year period.

Tree memorial plaques are available at certain park locations upon request and at an additional cost. The type of plaque available depends on the site and is at the discretion of the Park staff. Please discuss your preference with the park staff in which you will work with.

Memorial Bench Program

The cost of the bench program is \$2,000 per bench. (Fee is subject to change.)

The Recreation & Parks Park Manager assists in choosing the location of the bench. The park benches are of a predetermined style and cannot vary. A standard plaque is placed on memorial benches and the name of the loved one will be inscribed on the plaque. The cost of

the plaque is included in the bench program fee. The plaque allows for forty (40) characters (including spaces). However, for an additional fee, twenty (20) characters can be added to the plaque.

Bench installation depends on the time of year received and the number of preceding orders. The Department makes every effort to install benches within three to six months of your order. Once a bench is installed, the donor receives notification.

Note: There are no longer bench locations available at Centennial Park. The Recreation & Parks Department may limit other locations as needed.

Water Fountain with Bottle Filler Donation Project

While recognizing your company, organization, or loved one, help the County reduce the number of plastic bottles in parks and provide clean drinking water to park patrons.

In 2017, Americans used about 50 billion plastic water bottles and 38 billion ended up in landfills!

About the Water Fountains

- Fountains will be privately donated by individuals, companies and organizations.
- Three fountain heights plus a bottle filler will be on each.
- Donors receive a 5x7 engraved plaque attached to the fountain. Company or organization logos can be engraved.
- Fountains are needed at 20 Howard County locations (49 free-standing, upright water fountains and 16 to be attached to the outside of park buildings).

Free-standing water fountains - \$4,200

Attached to the outside of park buildings - \$3,625

Cards of Acknowledgement

If the donor wishes, a card of acknowledgement is sent to the recipient’s family advising that their loved one has been memorialized or honored in a special way.

Memorial & Gift Program Registration Form

Name of Donor_____

Mailing Address _____

Home Phone_____

Email Address_____

In Honor of Name_____

In Memory of Name_____

Type of Gift: ☐ Tree ☐ Bench ☐ Water Fountain

Other: Please Specify_____

Preferred Location:

1st Choice: _____

2nd Choice:_____

3rd Choice:_____

Plaque Inscription: Max 40 characters

You may add up to 20 more characters for an additional fee.
Email sberry@howardcountymd.gov for pricing information.

I have enclosed my check/money order: \$ _____
Make check payable to “Director of Finance, Howard County”

Charge to my:

☐ MasterCard ☐ VISA Exp Date:_____

Credit Card #_____CVC #_____

Signature: _____

Name of Acknowledgement Card Recipient

Recipient Address_____
